



MOSIS -- Student ID

# Missouri Student Information System (MOSIS)

## Training Guide



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## ABOUT THIS MANUAL

This manual is designed to be used as a reference guide to help the user in using the MOSIS (Missouri Student Information System). This application will help the user to:

- Assign a unique statewide student identifier for every student in pre-kindergarten, kindergarten, elementary and secondary public education in the state of Missouri. This identifier is called the Missouri State ID (MID).
- Identify and locate a student from the statewide State ID database either using the State ID or the basic details of a student like last name and first name.

This manual includes extra space on each page for the user to take notes. We have also included some notes and tips that are designed to highlight important topics.

To make it easier for the user to find information in this manual, each topic begins on a new page.



**NOTE:** *This box will mention things that require special attention. The symbol to the left indicates an important note to remember.*



**TIP:** *This box will include useful advice as the user works through the Missouri Student Information System. The pointing hand always indicates a "TIP".*

## IMPORTANT TERMS

A number of terms will be used throughout this manual that may be unfamiliar to the user. Take a minute to review these important terms before beginning:

Term	Meaning
<b>Batch File</b>	<p>An operating system file that will contain a group of student records in a pre-defined format. Five different types of batch files are used in the Missouri Student Information System. They are:</p> <ol style="list-style-type: none"> <li>1. Input file that contains student information. This file is also called the "Student Batch File."</li> <li>2. Output "IDs Assigned" file.</li> <li>3. Output "Errors to Fix" file.</li> <li>4. Output "Near Matches/Duplicates to Resolve" file.</li> <li>5. Output "Cancelled Records" file.</li> </ol> <p>Refer to "Input and Output Files Interfaces" section at the end of this document for more information about these types of files.</p>
<b>Duplicate/Match</b>	<p>Match probability that falls above the upper threshold value. For example, if the upper threshold value is 0.9, then all matching records reported with a match probability between 0.9 and 0.9999 will be considered a duplicate/match.</p>
<b>Edit</b>	<p>An action to be performed by the user for fixing any data validation errors in the Student Batch File before the State ID assignment process. Users will be in a position to fix these errors using the application's online screen interface.</p>
<b>Error</b>	<p>Incorrect / incomplete / missing information in the Student Batch File identified by the Missouri Student Information System validation process. Errors in the input records need to be fixed before creating an ID for a student.</p>
<b>Gender</b>	<p>Indicates the gender of the students being reported, either Male or Female.</p>
<b>State ID</b>	<p>Missouri State ID; a 10 digit state-assigned identifier for every PK-12 public school student in the state.</p>
<b>ID</b>	<p>Same as State ID.</p>
<b>Identifier</b>	<p>A number that represents an individual.</p>

<b>Match Probability</b>	A fractional value (less than 1) that represents the matching level of a pair of student records. The Missouri Student Information System gives this value as the outcome of matching a pair of student records using probabilistic methods.
<b>NCLB</b>	The No Child Left Behind federal legislation signed into law on January 8, 2002.
<b>Near Match</b>	Match probability that falls below the upper threshold value but above the lower threshold value.
<b>PK-12</b>	Grades pre-kindergarten through 12 <sup>th</sup> .
<b>Radio Button</b>	A screen interface in most applications that allows a user to choose only one choice from a group of many choices.
<b>Status Column</b>	The column that appears in most of the screens in the Missouri Student Information System that displays the current status of a batch.
<b>Student Information System (SIS)</b>	A software application that administers and maintains student information in a school / school district, such as enrollment, scheduling, attendance, accounting and grade reporting.

## **The MOSIS Web Application**

- **Opening the MOSIS Web Application**
- **Functions Overview**
- **Processing a Batch File**
- **Processing an Individual Student Record**
- **Searching for an Individual Student**
- **Extracting & Downloading Output Batch Files**
- **View/Continue Processing Files Previously Uploaded**
- **Appendix A - Error & Informational Messages**
- **Appendix B – Input and Output Files**
- **Notes, Comments and Suggestions**
- **Quick Guide to Assigning State IDs for Batch Files**
- **Quick Guide to Assigning State IDs for Individual Students Online**
- **Quick Guide to Searching for an Individual Student Online**
- **Quick Guide to Downloading Output Batch Files**

# OPENING THE MOSIS WEB APPLICATION

## LOGGING INTO THE MOSIS STATE ID WEB APPLICATION

After opening a browser, entering the URL (<http://dese.mo.gov/>) and clicking on the “Web Application Login” button in the lower left-hand corner, the user will see the following Login screen:

DESE Web Applications

Login Request Forms

Help

### Login Page

Looking for *Jobs for Educators in Missouri Schools* Website? Visit: <http://www.moteachingjobs.com>

User Id:

Password:

Login Reset Logoff

Public Applications

**For forgotten or unknown user ids/passwords**, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle userid/password issues. Send your questions to [webreplyafsit@dese.mo.gov](mailto:webreplyafsit@dese.mo.gov) or fax to Security Administrator, 573-526-4125. Please provide your name, school district name, and county-district code with your request.

**\*If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

**Note: DESE only Supports Internet Explorer browser (Version 5.01 SP2 is minimum and 6.0 is maximum).** For Internet Explorer or other general technical questions, please visit the [Browser Technical Notes](#) or [Help](#) page first before submitting technical questions.

Missouri Department of Elementary and Secondary Education Homepage  
[Privacy Statement](#)  
[Secure Site Verification](#)

- 1 Enter the login and password that was assigned to you.



**NOTE:** See directions for User Access at:  
[http://dese.mo.gov/MOSIS/user\\_access.html](http://dese.mo.gov/MOSIS/user_access.html)

- 2 Click **Submit**.



**TIP:** *The user should not use the “**Refresh**,” “**Back**,” or “**Forward**” browser buttons with the Missouri Student Information System. There are links on every page to direct the user to other screens.*



## START WORKING WITH THE STATE ID SYSTEM MAIN PAGE

Below is the Missouri Student Information System main page:

**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online
 **Processing Stage:**
 From: 03/31/2005 To: 03/31/2005 All

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

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The State ID System main page consists of two main sections:

- The top section contains command buttons that allow the user to upload batch files, enter individual student records, search for students in, and extract and download various types of output batch files.
- The bottom section provides the user with a list of all batch files that have been either uploaded into the State ID System or entered online. This list will show the current status of each batch and the next action to be performed. In addition, a button in the last column will allow the user to continue where he/she left off in the State ID assignment process.



**NOTE:**

The “**State ID Home**” button, provided on all other screens within the application, will allow the user to come back to this main page at any time. Once on main page, the user can choose to perform another function or exit from the application.

## **FUNCTIONS OVERVIEW**

The main page is the starting point of the State ID application. Users can perform a desired function by clicking on the appropriate button.

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### **UPLOADING A BATCH FILE**

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This button provides users with the ability to upload a Student Batch File in order to be fed into the State ID System. This batch file should have been extracted earlier from the local Student Information System.

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### **ENTERING AN INDIVIDUAL STUDENT**

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This button provides users with the ability to input the information for one student online and assign a State ID. This feature uses an online interface that allows users to manually enter a student's details.

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### **SEARCHING FOR AN INDIVIDUAL STUDENT**

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This button provides users with the ability to search for an individual student record from the State ID System database. This function can be used either to verify the details of a student already given a State ID or verify the existence of a State ID for a student given certain details like last name and first name.

---

### **EXTRACTING AND DOWNLOADING OUTPUT BATCH FILES**

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This button provides users with the ability to extract and download four different types of output files from the State ID System:

- Errors to Fix
- Near Matches / Duplicates to Resolve
- IDs Assigned
- Cancelled Records

---

### **VIEW/CONTINUE PROCESSING FILES PREVIOUSLY UPLOADED**

---

This section shows all batch files that were previously uploaded or entered online by the user.

Users have the ability to filter which batch files will appear in this section by setting one or more of the following:

**Batch:** Show only batch file submissions.

**Online:** Show only online submissions.

**From and To Dates:** Restrict the display of batches uploaded or entered online during this date range. By default, all batches appear.

**Processing Stage:** Restrict the display of batches that are currently at a specific stage of processing. Possible stages are:

**All:** All ID creation stages – the default option.

**Validate data:** File Uploaded. Begin Validation Stage.

**Fix Errors:** Data Validation Incomplete. Fix Data Errors.

**Assign State ID:** Data Validation Complete. Ready to Assign State IDs.

**Resolve Near Matches / Duplicates:** Near Matches/Duplicates found and need to be resolved.

**Download State ID:** IDs assigned. Download State ID.

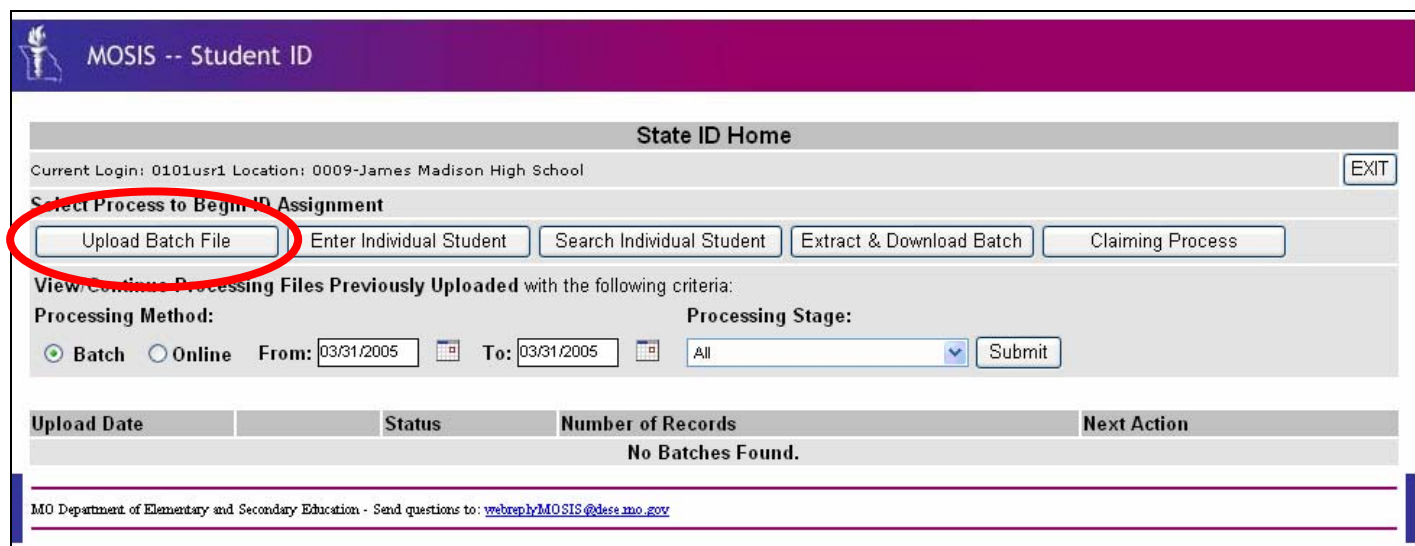


**TIP:** *For every student record entered online, the State ID System will create one virtual batch. This batch will contain only one record – the corresponding student record entered online.*

# PROCESSING A BATCH FILE

## UPLOADING A BATCH FILE

Click **Upload Batch File** to start processing a batch file for State ID assignment.



**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**Upload Batch File** Enter Individual Student Search Individual Student Extract & Download Batch Claiming Process

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online **From:** 03/31/2005 **To:** 03/31/2005 **Processing Stage:** All Submit

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

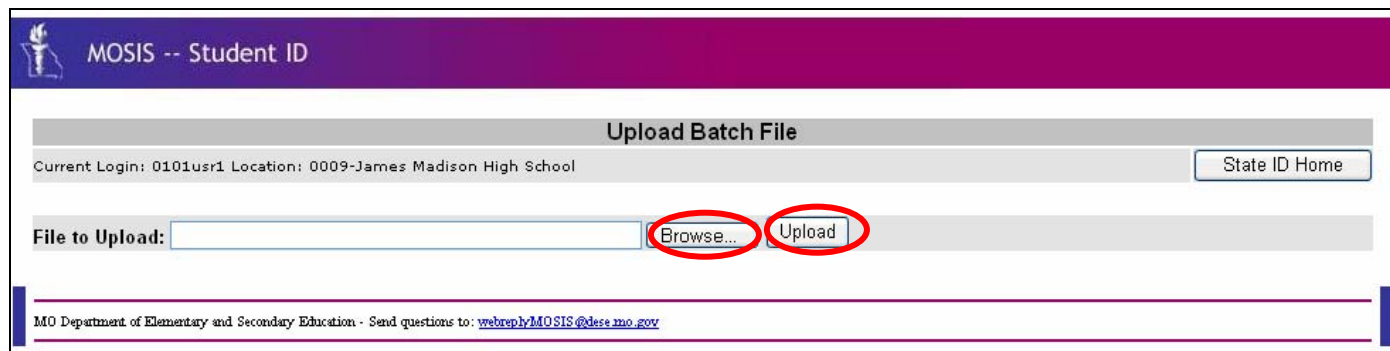
MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@desse.mo.gov](mailto:webreplyMOSIS@desse.mo.gov)

This will take the user to the screen where the user can browse, choose the batch file on the local computer system, and upload the same to the State ID System.



**Note:**

*Prior to uploading the batch file for State ID assignment, this file should have been extracted from the local Student Information System.*



**MOSIS -- Student ID**

**Upload Batch File**

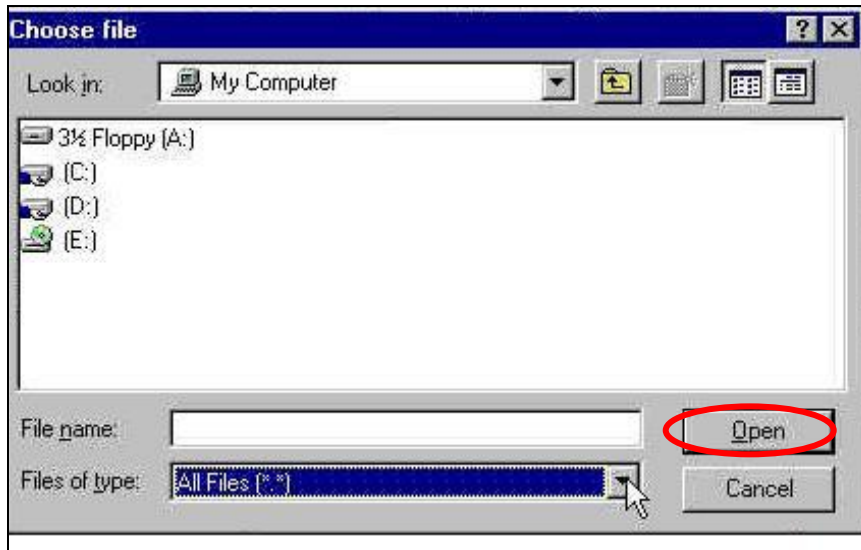
Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

**File to Upload:**  **Browse...** **Upload**

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- ① In order to upload a batch file, the user should first locate the file on the local computer system. Click **Browse** to see the local computer system's directory structure.

Browse through the directory structure and choose the directory/folder where the batch file is stored.



- ② Choose the correct file to be uploaded and click **Open**.
- ③ Once the file path is in the "File to Upload" text box, click **Upload**. This will upload the batch file to the State ID System server for subsequent processing.



**NOTE:** *If there are errors while uploading, they will be shown in detail in the status section. Please see the "Errors & Informational Messages" section at the end of this document for further instructions.*

## VALIDATING THE DATA

If the batch file upload is successful, the user will see the following screen:

MOSIS -- Student ID

Upload Batch File

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Upload Date	Status	Number of Records	Next Action
03/31/2005 <a href="#">Batch Info</a>	File Uploaded. Begin Validation Stage	12	<a href="#">Validate Data</a>

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Current status of the batch file

Total number of records in the batch file

- 1 To display the status of the batch file and its records click **Batch Info**. This will display a pop-up window similar to the following:

**BATCH INFORMATION**

Batch Number	2
District Code	0009
School Code	0101
Extract Date	03/10/2004
Extract File	0009_0101_High_School.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	03/31/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

[close](#)

Click here to close the batch information window

- 2 The user can now proceed to the next step by clicking **Validate Data**. This will load the records in the batch file from the State ID System server to the staging database tables, where further validation checks are performed on the data.



### NOTE:

The status column will always show the current status of the batch being processed and will guide the user to the next action to be performed. Along these lines, the Next Action column will have a button that will enable the user to initiate the next action.

The user can initiate the next process by clicking on **Validate Data**. The State ID System will then display an intermediate work-in-progress page as follows:



The screenshot shows a web browser window with a purple header bar. On the left of the header is a small icon of a torch and the text "MOSIS -- Student ID". The main content area has a light gray background. At the top of this area is a gray bar with the word "IMPORTANT" in black. Below this, the text reads: "Data validation is in progress. On completion, you will be guided to your next action." followed by "This window can be minimized and allowed to continue in the background." and "PLEASE WAIT FOR THIS PROCESS STEP TO COMPLETE." At the bottom of the main area, there is a red warning: "DO NOT USE REFRESH, BACK, OR FORWARD BUTTONS!". A footer bar at the bottom of the window contains the text: "MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@desse.mo.gov](mailto:webreplyMOSIS@desse.mo.gov)".

Once the validation completes, the user is automatically taken to the next page where the validation outcome is displayed and the user is guided to the next action.

## VERIFYING THE STATUS OF VALIDATION

If the batch file contained one or more records that failed validation, the screen below is displayed. The user needs to fix the records before submitting the batch for ID assignment. In addition, users can download a list of all records that contain errors by clicking on the link in the "Status" column.

MOSIS -- Student ID

Validate Data

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Upload Date	Status	Number of Records	Next Action
03/31/2005	Data Validation Incomplete. Fix Data Errors Or Click <a href="#">here</a> to download records.	3/12	Fix Errors

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Shows the current status of the batch file. Users can download the records with errors by clicking on the link.

The first number represents the number of records that need to be fixed. The second number represents the number of total records in the batch

- 1 To display the status of the batch file and its records click **Batch Info**. This will display a pop-up window similar to the following:

**BATCH INFORMATION**

Batch Number	2
District Code	0009
School Code	0101
Extract Date	03/10/2004
Extract File	0009_0101_High_School.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	03/31/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

**BATCH STATUS**

Waiting for ID Assignment	9
Waiting to Fix Errors	3

[\[close\]](#)

This displays the number of records in the batch file that are valid and that can be considered for State ID assignment

This displays the number of records in the batch file that are invalid and need to be fixed

- 2 The user can now proceed to the next step by clicking **Fix Errors**. This will take the user to the next page where the user will review and fix the records that failed validation.



**NOTE:** If no errors were found during the validation process the user will be taken directly to ID assignment.



## VIEWING THE VALIDATION ERRORS

The screen below is displayed when the user clicks **Fix Errors** and it will show all the records in a batch that failed validation. Each record will have hyperlinks and an “Edit” button that will enable the user to choose the corresponding record to review and fix. These records need to be addressed one at a time.

**MOSIS -- Student ID**

**Fix Errors**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

**3 Student Records to Fix**

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	
<a href="#">FARMER</a>	<a href="#">SABRA</a>	L		08/14/1990	FEMALE	<a href="#">Edit</a>
<a href="#">LEONARD</a>	<a href="#">NICHOLAS</a>	P		10/16/1999		<a href="#">Edit</a>
<a href="#">VOS</a>	<a href="#">BRANDON</a>				MALE	<a href="#">Edit</a>

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- 1 To address the records that contain errors click **Edit** or click the last name or first name hyperlink of the record displayed. This will open up the “Edit Student Record” page:



**NOTE:** All records that failed validation in a batch must be reviewed and fixed for the batch to be considered for State ID assignment.



**TIP:** The hyperlinks in the Last Name, First Name columns and the “Edit” button all take the user to the Edit Student Record page.

## ADDRESSING THE VALIDATION ERRORS

This is where the user will address the records that failed validation in a batch:

**MOSIS -- Student ID**

**Fix Errors**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

**Edit Student Record**  
Any corrections to data should also be made in your local Student Information System

* First Name: SABRA	Middle Name: L	* Last Name: FARMER	Suffix:
* Gender: FEMALE	* Date Of Birth: 08 / 14 / 1990	* Ethnicity: HISPANIC	* Sch. Code: 0101
* Res. Dist: 0009	SSN : 106 _63 _2359	* Local Student ID: 106632359	* Grade:
* District: 0009	* School Year: 2004		

**Messages:**  
ERROR  
Grade Level is not present

[Update Student Record](#) [Cancel Student Record](#) [Select Another Record](#)

\* Required fields Records Remaining to Fix : 3

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Displays all the validation error(s)

Notes which fields are required

Displays a counter of how many records are left to fix

1

To fix a record, make the changes shown in the Messages box; once the changes are made, click **Update Student Record**. An updated record will be shown as follows. Verify the details of the updated record and click **Select Another Record** to go back to the previous screen to select another record to review and fix.

**Edit Student Record**  
Any corrections to data should also be made in your local Student Information System

* First Name: SABRA	Middle Name: L	* Last Name: FARMER	Suffix:
* Gender: FEMALE	* Date Of Birth: 08 / 14 / 1990	* Ethnicity: HISPANIC	* Sch. Code: 0101
* Res. Dist: 0009	SSN : 106 _63 _2359	* Local Student ID: 106632359	* Grade: 04
* District: 0009	* School Year: 2004		

**Messages:**  
Student Record Successfully Updated. Please Click Select Another Record to continue.

[Update Student Record](#) [Cancel Student Record](#) [Select Another Record](#)

\* Required fields Records Remaining to Fix : 2

"Successfully Updated" confirmation message

Counter now reflects the new remaining number of records to fix

- ② To cancel a record click **Cancel Student Record**. The State ID System will mark this record as canceled and show an updated version of the record as follows. Verify the confirmation message and click **Select Another Record** to select another record to review and fix.

Edit Student Record							
Any corrections to data should also be made in your local Student Information System							
* First Name:	BRANDON	Middle Name:		* Last Name:	VOS	Suffix:	
* Gender:	MALE	* Date Of Birth:		* Ethnicity:	HISPANIC	* Sch. Code:	0101
* Res. Dist:	0009	SSN :	106 _ 64 _ 1963	* Local Student ID:	106641963	* Grade:	07
* District:	0009	* School Year:	2004				
Messages: Student Record Successfully Canceled. Please Click Select Another Record to continue.							
<div> <input type="button" value="Update Student Record"/> <input type="button" value="Cancel Student Record"/> <input type="button" value="Select Another Record"/> </div>							
* Required fields <span style="float: right;">Records Remaining to Fix : 1</span>							

"Successfully Canceled" confirmation message



**NOTE:** Canceling a record effectively removes it from the batch. Therefore, do not use the **Cancel Student Record** button unless you do not have, or cannot get, the correct information for the student at this time, or if you do not want to hold up processing the batch file for one record.

- ③ To skip this record (to subsequently review and fix), click **Select Another Record**.
- ④ Once all the records have been reviewed and fixed, **Select Another Record** changes to **Proceed to ID Assignment**. Now the user can proceed to the next step and initiate the ID assignment process.

<div> <input type="button" value="Update Student Record"/> <input type="button" value="Cancel Student Record"/> <input type="button" value="Proceed To ID Assignment"/> </div>		
* Required fields <span style="float: right;">Records Remaining to Fix : 0</span>		

Counter now reflects the new remaining number of records to fix.

## ASSIGNING STATE IDS

After all validation errors are addressed, either by fixing or canceling the student record, the user is taken to the screen below. The user is now ready to initiate the ID assignment process.

The screenshot shows the MOSIS -- Student ID interface. At the top, there's a purple header with the MOSIS logo and the text "MOSIS -- Student ID". Below this is a "Fix Errors" section with a "Current Login: 0101usr1 Location: 0009-James Madison High School" and a "State ID Home" button. A table displays batch information with columns: Upload Date, Status, Number of Records, and Next Action. The first row shows "03/31/2005", "Data Validation Complete. Ready to Assign State IDs", "11/12", and an "Assign State ID" button. Red circles highlight the "Batch Info" link in the Status column and the "Assign State ID" button. A callout box explains the "11/12" record count.

Upload Date	Status	Number of Records	Next Action
03/31/2005	Data Validation Complete. Ready to Assign State IDs	11/12	Assign State ID

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The first number represents the number of records that will be considered for ID assignment. The second number represents the total number of records in the batch

- 1 To display the status of the batch file and its records click **Batch Info**. This will display a pop-up window similar to the following:

The screenshot shows a "BATCH INFORMATION" pop-up window. It contains two sections: "BATCH INFORMATION" and "BATCH STATUS". The first section lists various fields like Batch Number, District Code, School Code, Extract Date, Extract File, Transmission ID, Creation User ID, Creation Date, Total Records, Record Delimiter, Header Delimiter, and File Version. The second section shows "Waiting for ID Assignment" with a value of 11 and "Canceled at Fix Errors" with a value of 1. A red "close" button is at the bottom.

BATCH INFORMATION	
Batch Number	2
District Code	0009
School Code	0101
Extract Date	03/10/2004
Extract File	0009_0101_High_School.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	03/31/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

BATCH STATUS	
Waiting for ID Assignment	11
Canceled at Fix Errors	1

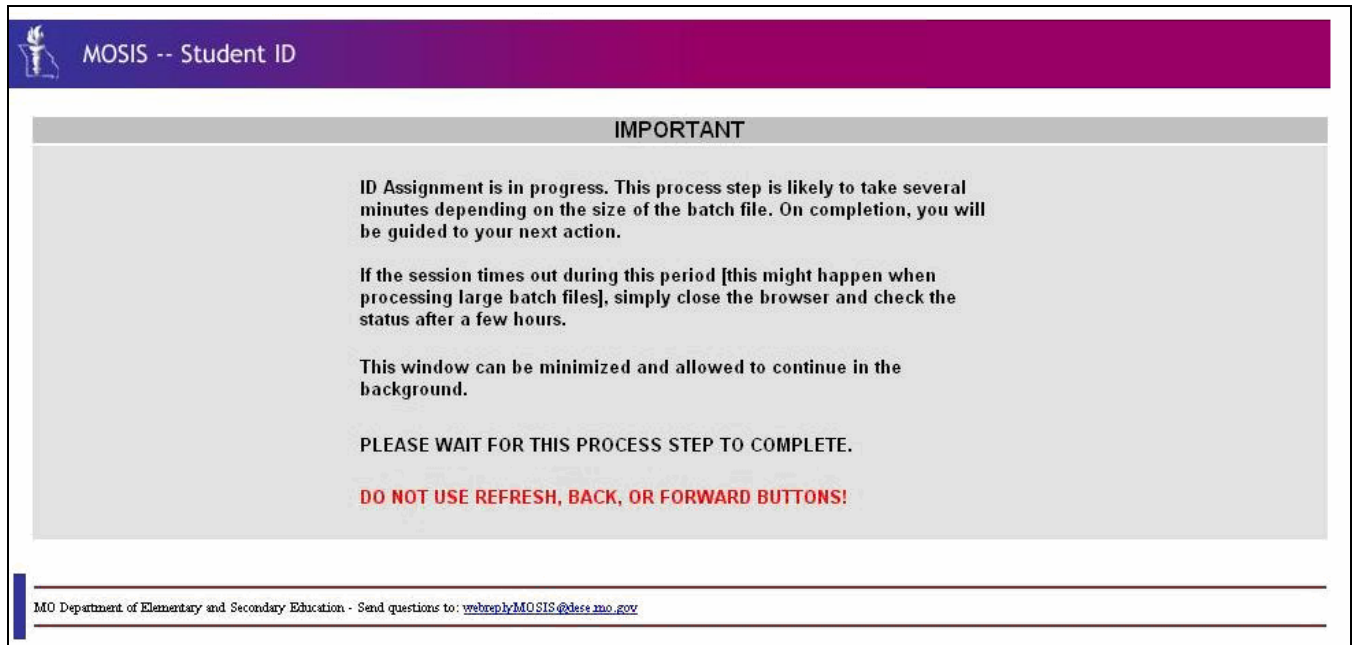
[close](#)

This displays the number of records in the batch file that are valid and that will be considered for ID assignment

This displays the number of records that were canceled by the user at the validation stage. These records will not be considered for ID assignment process

- 2 To begin the process of assigning IDs click the **Assign State ID** button.

When the user initiates this process the State ID System displays an intermediate work-in-progress page as follows:



Once ID assignment is complete, the user is automatically taken to the next page where the State ID assignment outcome is displayed.

Depending on the outcome of this process, the State ID System takes one of the following actions for each record in the input file:

- a. If there is no matching record in the State ID System database, a State ID is assigned to the student and the input student record is added to the State ID System database.
- b. If the record encounters a "Near Match" or "Duplicate," the input record is marked as "Waiting to Resolve Near Matches / Duplicates" and **an ID is not assigned**. The user needs to review and resolve these records before he/she will be allowed to proceed.

## REVIEWING THE OUTCOME OF ID ASSIGNMENT

On completion of State ID assignment, the application displays the outcome of the process and guides the user to the next action. If one or more near matches/duplicates are encountered, a screen similar to below is displayed. In addition, users can download a list of all records that need resolving by clicking on the link in the "Status" column.

**MOSIS -- Student ID**

**Assign State ID**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Upload Date	Status	Number of Records	Next Action
03/31/2005	Near Matches / Duplicates Found Or Click <a href="#">here</a> to download records.	1/12	<a href="#">Resolve Near Matches / Duplicates</a>

[webopenbyMOSIS@desa.mo.gov](#)

The first number represents the number of records that need to be resolved. The second number represents the total number of records in the batch

- 1 To display the status of the batch file and its records click **Batch Info**. This will display a pop-up window similar to the following:

**BATCH INFORMATION**

Batch Number	2
District Code	0009
School Code	0101
Extract Date	03/10/2004
Extract File	0009_0101_High_School.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	03/31/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

**BATCH STATUS**

Canceled at Fix Errors	1
ID Assigned - No Match	10
Waiting to Resolve Near Matches	1

[\[close\]](#)

This displays the number of records that were canceled by the user at the validation stage.

This displays the number of records in the batch file that were assigned a new State ID.

This displays the number of records that encountered duplicates or near matches. These need to be resolved in order to proceed.

- 2 The user can now proceed to the next step by clicking **Resolve Near Matches/Duplicates**.



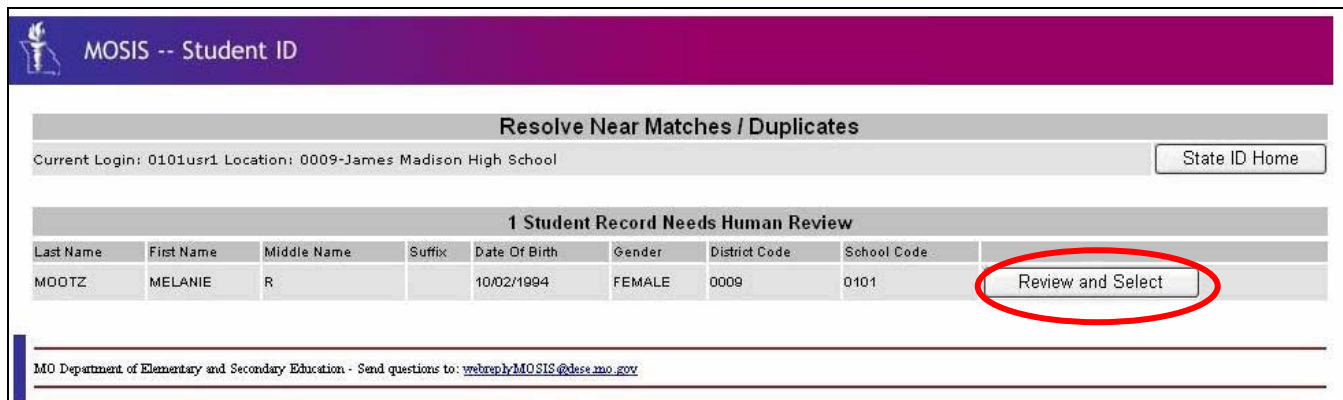
**TIP:**

*If no near matches/duplicates are encountered, the user is taken directly to the "Download State ID" page.*



## RESOLVING NEAR MATCHES/DUPPLICATES

The screen below shows all the records in a batch that need to be resolved due to near matches/duplicates being found. These records need to be addressed one at a time.



**MOSIS -- Student ID**

**Resolve Near Matches / Duplicates**

Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

**1 Student Record Needs Human Review**

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101	<b>Review and Select</b>

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- 1 To review and resolve a near match/duplicate record, click on **Review and Select**. This will take the user to the “Resolve Near Matches/Duplicates” interface, where the user will be in a position to compare the input record with the reported near match/duplicate record(s).



**NOTE:**

*All records reported as near matches/duplicates must be reviewed and resolved. Only after this will the user be in a position to extract and download the output batch file that will contain the State IDs assigned to the individual students in that file.*

The screen below is where the user will review and resolve each of the near matches/duplicate records reported during the State ID assignment process:

This is the record that needs to be resolved

The match probability and type of match (Near Match or Match) reported by the ID assignment process

**MOSIS -- Student ID**

**Resolve Near Matches / Duplicates**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

**Student Record to Review and Select**

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101

[Assign Selected](#) [Create New ID](#) [Cancel Record](#) [Select Another Record](#)

**Near Matches / Duplicates Found**

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	<a href="#">MOOTZ</a>	<a href="#">MELANIE</a>	R		10/02/1994	FEMALE	0009	<a href="#">0101</a>	0.999 [MATCH]

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This section contains the corresponding near match/duplicate records

1

To compare the record to be resolved with a near match/duplicate record in detail, click on the hyperlink either in the Last Name or First Name column of the near match/duplicate record.

This is the record that needs to be resolved

This is the selected near match/duplicate record

**MOSIS -- Student ID**

**Resolve Near Matches / Duplicates**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

**Student Record Being Reviewed**

First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
District:	0009 Allentown School District			School:	0101 James Madison High School		
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN		Sch. Yr:
Res. Dist:	0009			Local Student ID:	110406667		Grade:
Comments:	1780367988;						

**Near Match/ Duplicate Student [ State ID: 178-036-7988 - 0.999 MATCH ]**

First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
District:	0009 Allentown School District			School:	0101 James Madison High School		
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN		Sch. Yr:
Res. Dist:	0009			Local Student ID:	110406667		Grade:
Comments:							
Created:	03/31/2005	Last Updated:	03/31/2005	Last Saved:	16		

[Return to List of Near Matches](#)

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- ② To return to the previous page, click **Return to List of Near Matches**.

Using the two previous screens, a user can compare the input record that needs to be resolved with the reported near match/duplicate records (shown in the bottom section). If a given input record can't be resolved by looking at the information displayed, the user can analyze the matching students offline by collecting and comparing more information outside the State ID System.

Student Record to Review and Select								
Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101	
<input type="button" value="Assign Selected"/> <input type="button" value="Create New ID"/> <input type="button" value="Cancel Record"/> <input type="button" value="Select Another Record"/>								

Near Matches / Duplicates Found									
	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	<a href="#">MOOTZ</a>	<a href="#">MELANIE</a>	R		10/02/1994	FEMALE	0009	<a href="#">0101</a>	0.999 [MATCH]

SCHOOL INFORMATION	
District	0009
District Name	Allentown School District
School	0101
School Name	James Madison High School
Street	Madison St
City	Demo City
State	NY
Zip	10406
Contact	Mr. Principal
Title	Principal
Phone	(232)555-0101
Fax	(232)666-0101
Email	<a href="mailto:0101@0009.abc">0101@0009.abc</a>
<a href="#">[close]</a>	



**TIP:**

If the matching student is in a different school district/school, the user may need to contact the corresponding agency. The user can get the contact details of the corresponding agency by clicking the "School Code" hyperlink. A pop-up window will display the contact information as seen above.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender
MOOTZ	MELANIE	R		10/02/1989	FEMALE
<input type="radio"/> Assign Selected <input type="radio"/> Create New ID <input type="radio"/> Cancel Record <input type="radio"/> Select Another Record					

Near Matches / Duplicates Found									
	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	MOOTZ	MELANIE	R		10/02/1989	FEMALE	0009	0101	0.999 [MATCH]

Based on the analysis:

- If the user determines that one of the students listed in the bottom near match/duplicates section is the same as the input student whose record is being resolved, the user needs to “assign” the State ID of that matching student to the input student. To perform this action, the user can select the radio button of the matching student and click **Assign Selected**. A popup appears asking if the user is sure that this is the same student. The user can click **Yes** to confirm it is, or click **No** to cancel the action.

When the user clicks **Yes**, the existing State ID of the matching student is assigned to the input student, and the matching student’s record information is logged in the history table. A new State ID is not created, since both the records were identified to belong to the same student. When the user clicks **No**, no action is taken and the input record will continue to remain as “Waiting to Resolve Near Matches/Duplicates”.

- If the user determines that none of the records matches the input batch file record, the user can assign a new State ID for the input student. To perform this action, click **Create New ID**. This will assign a new State ID for the input student.
- If the user determines that the input record should not be considered for State ID creation or wishes to cancel for some other reason, the user can cancel this record. To perform this action, click **Cancel Record**. Once this is done, the record is marked as canceled in this batch and no action is taken.

Reasons to cancel could be that the user cannot resolve this case at this time, but at the same time doesn’t want to hold up the rest of

the batch from ID assignment. Any canceled student can be fed again through another batch or entered online later.

After performing any one of the above actions, the user will receive an appropriate confirmation message.

If there are more records to be resolved the user can proceed to another record by clicking **Select Another Record**.

A user can skip a record by clicking **Select Another Record**. In this case, the skipped record will remain as “Waiting to Resolve Near Matches/Duplicates” and the user must resolve this case later before proceeding to the next step.

Once all records are resolved, the user will be taken to the next step, which is “Download State ID”.

## EXTRACTING AND DOWNLOADING OUTPUT STATE ID FILES

After a batch has gone through the ID assignment process, the application displays the assignment summary screen similar to the one shown below. Now the user is ready to download a batch file that will contain all records for which State IDs were assigned.

**MOSIS -- Student ID**

**Resolve Near Matches / Duplicates**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Upload Date	Status	Number of Records	Next Action
03/31/2005	<a href="#">Batch Info</a>	11/12	<a href="#">Download State ID</a>

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Current Status of the batch file

The first number represents the number of records that were assigned an ID. The second number represents the total number of records in the batch

- 1 To display the status of the batch file and its records click **Batch Info**. This will display a pop-up window similar to the following one:

**BATCH INFORMATION**

Batch Number	2
District Code	0009
School Code	0101
Extract Date	03/10/2004
Extract File	0009_0101_High_School.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	03/31/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

**BATCH STATUS**

Canceled at Fix Errors	1
ID Assigned - No Match	10
History Created - Near Match	1

[\[close\]](#)

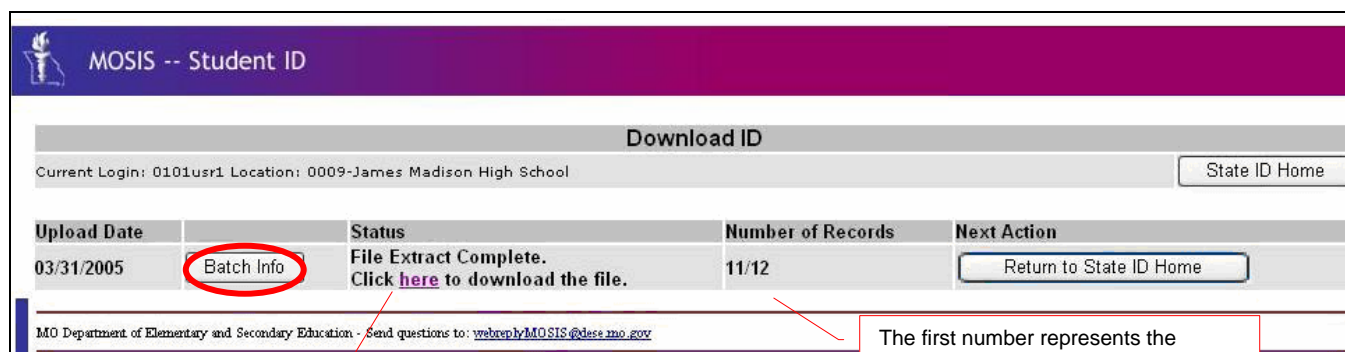
This displays the number of records that were canceled by the user at the validation stage.

This displays the number of records in the batch file that were assigned a new State ID.

This displays the number of records in the batch file where a user determined that the student already existed in the application's database.

- 2 To extract the output State ID batch file from the State ID System database click **Download State ID**.

At this point, the output State ID batch file is extracted and the link to the extracted file is shown in a screen that will look similar to the following:



The screenshot shows the MOSIS -- Student ID interface. At the top, there's a header with the MOSIS logo and the text "MOSIS -- Student ID". Below this is a section titled "Download ID". Underneath, it says "Current Login: 0101usr1 Location: 0009-James Madison High School" and a "State ID Home" button. A table follows with the following data:

Upload Date	Status	Number of Records	Next Action
03/31/2005	File Extract Complete. Click <a href="#">here</a> to download the file.	11/12	<a href="#">Return to State ID Home</a>

Below the table, there is a footer: "MO Department of Elementary and Secondary Education - Send questions to: [webrep@MOSIS@desse.mo.gov](mailto:webrep@MOSIS@desse.mo.gov)".

Displays the link to the newly created output State ID batch file

The first number represents the number of records that were assigned an ID. The second number represents the total number of records in the batch

- ❶ To display the status of the batch file and its records click **Batch Info**.
- ❷ To download the file, click on the link in the status section. This will open up a File Download dialogue box that will enable the user to either open the file or save it to their local computer.



**NOTE:** This file now contains the State IDs for those students in the Student Batch File for whom an ID was assigned. This is the ID that should be updated in the SIS as well as the ID that should be used when searching for an individual student in the State ID System database.

Since this file is the one that should be used to update the local SIS and it has a pre-defined format, users should not make any changes to it. View it only for verifying successful extraction and download.



**NOTE:** This completes processing of a batch file for creating and downloading State IDs for students using the State ID System.

# PROCESSING AN INDIVIDUAL STUDENT RECORD

## CREATING AN ID FOR AN INDIVIDUAL STUDENT ONLINE

Click **Enter Individual Student** to start:

**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Unloaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online **From:** 03/31/2005 **To:** 03/31/2005 **Processing Stage:** All

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

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This module allows users to enter students online manually and create IDs. If successful, State IDs will be created instantly. Please note that only one student can be entered at a time.

Below is the screen that will be used for entering student information online:

**MOSIS -- Student ID**

**Enter Individual Student**

Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

**Student Data Entry**

\* First Name:  Middle Name:  Last Name:  Suffix:   
 \* Gender:  \* Date Of Birth: mm / dd / yyyy \* Ethnicity:  \* Sch. Code:   
 \* Res. Dist:  SSN:  \* Local Student ID:  \* Grade:   
 \* District:  \* School Year:

\* Required Fields

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Notes which fields are required

- ① Enter information for the student to whom a State ID needs to be created. The user must fill in all the required fields. If a mistake is made when entering in the information, the user can correct that individual field or click **Clear** to clear all fields on the screen and re-enter.
- ② After all fields are filled in correctly the user can click **Assign State ID**.
- ③ The State ID System takes the input record through all the stages of ID creation process – similar to the processing of a batch. Only if the record passes through all the validations, the record is accepted for State ID assignment.
- ④ During the ID assignment process, if the input record encounters near matches/duplicates, the user is taken to the relevant screen for resolution.

If the input record goes through the validation successfully and did not encounter any near matches/duplicates, the application creates a State ID for the student, and the assigned ID is displayed to the user.

**NOTE:**

*The State ID System implements the same set of procedures, business rules and processing for a record entered online as with a batch record. For every record entered online, the application creates a virtual batch. However, that batch will contain only the one record that was entered by the user.*

The interface below is the screen the user sees after a successful online ID assignment:

**MOSIS -- Student ID**

**Assign State ID**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Upload Date	Status	Number of Records	Next Action
04/08/2005	ID assigned. ID Created for the Student s 128-382-8057. Click <a href="#">here</a> to download record.	1/1	<a href="#">Enter Another Student</a>

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- 1 To display information about the batch file created for the entered student click **Batch Info**. This will display a pop-up window similar to the following:

**BATCH INFORMATION**

Batch Number	1
District Code	0009
School Code	0101
Creation User ID	0101usr1
Creation Date	04/08/2005
Total Records	1
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

**BATCH STATUS**

ID Assigned - No Match	1
------------------------	---

[close](#)

This displays that there is only one record in the batch and that the State ID was created without encountering any near matches / duplicates

- 2 The user can note down the assigned ID from the Status column manually or download the same as a file (similar to a normal batch file) by clicking the link in that same column.



# SEARCHING FOR AN INDIVIDUAL STUDENT

## SEARCHING FOR AN INDIVIDUAL STUDENT RECORD

Click **Search Individual Student** to start:

**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online **From:** 03/31/2005 **To:** 03/31/2005 **Processing Stage:** All

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

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This module allows users to search for individual students either by entering the student's State ID or by entering a student's basic information like first/last name.

The screen below is the screen where a user can search for an individual student in the State ID System database.

**MOSIS -- Student ID**

**Search Individual Student**

Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

**Search Using State ID**

ID

[or]

**Search Using Student Details**

\* First Name:  Middle Name:  \* Last Name:  Suffix:   
 Date Of Birth:        
 \* Required Fields

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The top part of the screen will be used to search for a student given the State ID. For this type of search, the result will be either an exact match or no match at all.

- ➊ To search for a student based on ID, enter the State ID of the student and click **Search** in the top part of the screen.

The bottom part of the screen will be used to search for a student given the student details like first name, last name and date of birth. This search is based on a probabilistic method and all matches are displayed along with the matching probability.

- ➋ To search for a student using this method, enter the known details about the student in the relevant fields and click **Search** in bottom part of the screen.



**NOTE:** To search based on student details, full first name and full last name are required. Wild card characters like '%', '\_' and '?' are not supported.

To clear the previously entered search criteria and start the search all over again click **Clear**.

Once the user clicks **Search**, the application searches for matching records in the database.

If no matches are found, the system displays feedback confirming “No matches found” and allows the user to continue searching with different criteria.

When a search is based on student details, and if one or more matches are found, the application displays the matching records, along with the match probability. The list is displayed such that the closest match is displayed as the first record and the least probable match is displayed as the last record.

MOSIS -- Student ID

Search Individual Student

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

Search Using State ID

ID

[or]

Search Using Student Details

\* First Name:  Middle Name:  \* Last Name:  Suffix:

Date Of Birth:

\* Required Fields

Query Results - [ 2 Matches / Near Matches ]. Click on Name for details

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
<a href="#">MQQTZ</a>	<a href="#">MELANIE</a>	R		10/02/1994	FEMALE	0.985 [MATCH]
<a href="#">MQQTZ</a>	<a href="#">MELANIE</a>	R		10/02/1994	FEMALE	0.985 [MATCH]

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This is the student information the user is searching for

This displays any matches from the State ID System database




- To see more information about a matching student click the hyperlink in Last Name or First Name column. This will take the user to a screen where the user can see more detailed information for that student (“Student Information Screen”).

**NOTE:**

*If the search is based on State ID and if a match is found, the user is taken directly to the Student Information Screen.*

Below is the Student Information Screen:

 **MOSIS -- Student ID**

The State ID of the student

**Search Individual Student**

Current Login: 0101usr1 Location: 0009-James Madison High School [State ID Home](#)

**Student Information [ State ID: 278-505-7821 ]**

First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
School :	0009-James Madison High School	Res. Dist:	0009	Local Student ID:	110406667	Grade:	05
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	2004
Created:	04/08/2005	Last Updated:	04/08/2005	Update Ref#:	5		

[Search Another](#)

**History Information**

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race/Ethnicity	District	School
<a href="#">04/08/2005</a>	MOOTZ	MELANIE	R		FEMALE	10/02/1994	WHITE, NOT OF HISPANIC ORIGIN	0009	0101

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This is the match/near match history for the selected student. There will be an entry here for every time a student record has been changed

- 1 This screen provides more detailed information for the selected student, as well as any history detail that may be available. To search for another student or to modify the current search click **Search Another**. This will take the user back to the previous screen.
- 2 When history is found, clicking on the "History Date" hyperlink will show a pop-up containing the full information of the corresponding history record.

**History Information**

History Date: 03/09/2005

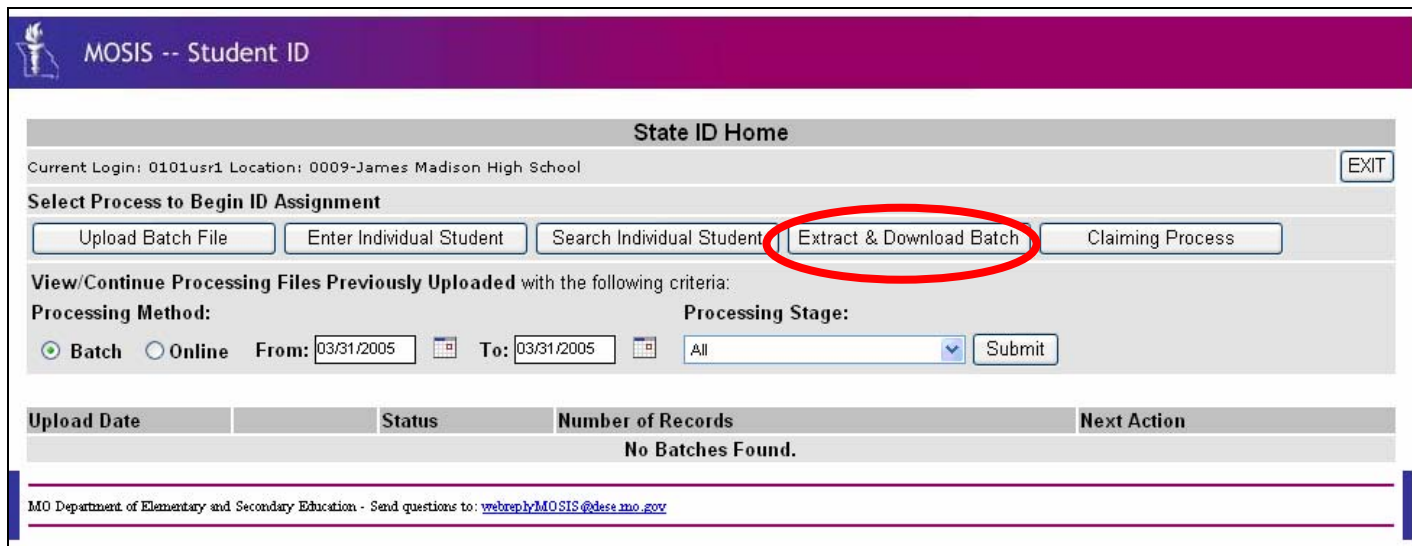
First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
School :	0009-0101 James Madison High School	Res. Dist:	0009	Local Student ID:	110406667	Grade:	05
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	2004
Created:	03/09/2005	Last Updated:	03/09/2005	Update Ref#:	71721		



# EXTRACTING & DOWNLOADING OUTPUT BATCH FILES

## EXTRACTING AND DOWNLOADING AN OUTPUT BATCH FILE

Click **Extract & Download Batch** to start:



**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online **From:** 03/31/2005 **To:** 03/31/2005 **Processing Stage:** All

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

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With this module, users can choose a specific type of batch file, display the list of batches available for that type, and then choose a batch from the list to extract and download from the State ID System. The four types of extracts are:

- IDs Assigned
- Errors to Fix
- Near Matches/Duplicates to Resolve
- Canceled Records



**TIP:** *The user can use this function at any time.*

Below is the screen where the user can choose the desired filter, get a list of batches and choose one or more to download.

Date range - To

Date range - From

This list box shows the types of downloads available

Extract & Download Batch

Current Login: 0101usr1 Location: 0009-James Madison High School

State ID Home

Batch Online From: 04/08/2005 To: 04/08/2005 IDs Assigned Submit

Select All Extract Selected Batches

Upload Date	Status	Number of Records	Next Action
04/08/2005	IDs Assigned.	12/12	Extract Records

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Batch files found that meet the specified search criteria

The current status of the batch file

The first number represents the number of records that were assigned IDs. The second number represents the total number of records in the batch

- 1 In the top part of the screen the user can enter the filter details. In particular, the user can choose the date range in which the batch file was uploaded and/or the desired type of extract. **In the above example, the user selected to download a batch that is currently in the “IDs Assigned” stage.**

Batches meeting the specified search criteria will be displayed in the bottom section.

- 2 To see the status of a displayed batch and its records, click **Batch Info**.
- 3 To download one particular batch, click on the **Extract Records** button in the “Next Action” column. To download more than one batch at a time, select the batches desired using the checkboxes in the far left hand column and then click on **Extract Selected Batches**.



**NOTE:** If a user opts to extract more than one batch at a time, the application will combine all records into one extract file.

After selecting the batch or batches to download, the user will be shown a screen similar to the following:

**MOSIS -- Student ID**

**Extract & Download Batch**

Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

Upload Date	Status	Number of Records	Next Action
04/08/2005	File Extract Complete. Click <a href="#">here</a> to download the file.	12/12	<a href="#">Extract Another Batch</a>

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Displays the link to the newly created student file ready for download

The first number represents the number of records that were assigned IDs. The second number represents the total number of records in the batch or batches

- ❶ To see the status of the current batch and its records, click **Batch Info**.
- ❷ To download the file click on the link in the Status section. This will bring up a "File Download" dialogue box similar to the following:



Clicking "Open" will open the batch file in the default text editor.

Clicking "Save" will save the batch file to the local computer.



Once downloaded and opened in a text editor, the contents of the file will look like the following:

sid_13_0009_0101_High_School_20050309_110158_ide_id[1].txt - Notepad														
File Edit Format View Help														
TH	03/09/2005	11:01:58	0071262134	1.0	delimiter=0x09									
ID	0101	0009	FARMER SABRA L	F	08/14/1990	UK	106632359	106632359	H	7242697441	0009	2004		
ID	0101	0009	VOSS BRANDON	M	06/26/1992	07	106641963	106641963	W	1781992185	0009	2004		
ID	0101	0009	LEONARD NICHOLAS P	F	10/16/1999	01	110397063	110397063	W	5098019508	0009	2004		
ID	0101	0009	MOOTZ MELANIE R	F	10/02/1994	05	110406667	110406667	W	8319355737	0009	2004		
ID	0101	0009	WOOD DOROTHY	F	03/04/1993	07	110418271	110418271	W	9447215068	0009	2004		
ID	0101	0009	BATTS TIFFANY N	F	02/09/1998	02	110427075	110427075	B	2418206394	0009	2004		
ID	0101	0009	ADEPEGBA ZAHIR	M	12/11/1989	10	110448283	110448283	H	5328743903	0009	2004		
ID	0101	0009	MORIRITY MICHAEL D	M	09/22/1997	02	110466691	110466691	W	4117391488	0009	2004		
ID	0101	0009	TRAVERS KEITH M	M	06/18/1992	08	110496703	110496703	W	1399846876	0009	2004		
ID	0101	0009	RODOLPH CURTIS	M	03/27/1996	04	110506307	110506307	H	1936997827	0009	2004		
ID	0101	0009	MOOTZ MELANIE R	F	10/02/1994	05	110406667	110406667	W	7810604848	0009	2004		
TT	0071262134	13												



**NOTE:** This file contains records for all the students in the selected batches. If IDs have been assigned to any students within the selected batches, they will appear in the extract file in the third to last column.



**NOTE:** The same procedure can be followed for downloading the other three types of files:

- Errors to Fix
- Near Matches/Duplicates to Resolve
- Canceled Records

The user can choose the desired type of download instead of “IDs Assigned” and continue with the same process.

The downloaded file’s format, the contents, and the purpose for which each type of download will be used are different. Refer to Appendix B, “Input and Output Files Interfaces”, for more information.



## VIEW/CONTINUE PROCESSING FILES PREVIOUSLY UPLOADED

### VIEW/CONTINUE PROCESSING FILES PREVIOUSLY UPLOADED

When a user logs into the State ID System, the first screen he/she will see will be the main page. The interface shown below shows the appearance of this screen for a new user who has not uploaded any batch files and who has not entered any student information online. Hence there is nothing in progress and there are no batches to display.

This will be the starting point for a new user. The user will start work by either uploading a batch file using **Upload Batch File** or by creating an ID online using **Enter Individual Student**.

**MOSIS -- Student ID**

**State ID Home**

Current Login: 0101usr1 Location: 0009-James Madison High School EXIT

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online
 **Processing Stage:** All

**From:** 03/31/2005 **To:** 03/31/2005

Upload Date	Status	Number of Records	Next Action
No Batches Found.			

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Once a user starts using the application, the system will show all the uploaded batch files in the main page automatically. This screen will look similar to the following. This will allow the user to begin working where he/she left off last time he/she logged into the application.

**MOSIS -- Student ID**

**State ID Home**

Current Login: 0000admn Location: 0009-Allentown School District

**Admin Functions:** Change District

**Select Process to Begin ID Assignment**

**View/Continue Processing Files Previously Uploaded** with the following criteria:

**Processing Method:** ☒ Batch ☐ Online **From:** 04/08/2005 **To:** 04/08/2005 **Processing Stage:** All

Upload Date		Status	Number of Records	Next Action
04/08/2005	<input type="button" value="Batch Info"/>	Near Matches / Duplicates Found	10/12	<input type="button" value="Resolve Near Matches / Duplicates"/>
04/08/2005	<input type="button" value="Batch Info"/>	IDs Assigned	12/12	<input type="button" value="Download State ID"/>

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Batch files found that meet the criteria specified in the top section

Current batch status

The first number represents the number of records to be addressed in the next action. The second number represents the total number of records in the batch

Command buttons to initiate the next action

**BATCH INFORMATION**

Batch Number	3
District Code	0009
School Code	0101
Extract Date	03/15/2005
Extract File	0009_0101_High_School_noErrors.txt
Transmission ID	0071262134
Creation User ID	0101usr1
Creation Date	04/08/2005
Total Records	12
Record Delimiter	0x09
Header Delimiter	0x09
File Version	1.0

**BATCH STATUS**

ID Assigned - No Match	10
ID Assigned - Near Match	2

By default the system shows all uploaded batch files. Users will be in a position to filter the batches displayed by entering/choosing different selections in the top portion of the screen.

File Upload Date -  
From

File Upload Date -  
To

View/Continue Processing Files Previously Uploaded with the following criteria:

Processing Method: ☒ Batch ☐ Online From: 04/08/2005 To: 04/08/2005 Processing Stage: All

Upload Date	Status	Next Action
04/08/2005	Near Matches / Duplicates Found	Resolve Near Matches / Duplicates
04/08/2005	IDs Assigned	Download State ID

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**Batch:** Shows only batch submissions.

**Online:** Shows only online submissions.

**From and To Dates:** Restricts the display of batches uploaded or created online during a specific date range. By default the system shows all batches – from the earliest to the latest

**Processing Stage:** Restricts the display of batches that are currently at a specific processing stage. The different stages are:

**All:** All ID creation stages – the default option.

**Validate data:** File Uploaded. Begin Validation Stage.

**Fix Errors:** Data Validation Incomplete. Fix Data Errors.

**Assign State ID:** Data Validation Complete. Ready to Assign State IDs.

**Resolve Near Matches / Duplicates:** Near matches / duplicates found.

**Download State ID:** State IDs assigned.

- 1 To filter the list of batches displayed, set the desired filter at the top section and click **Submit**.

Now the system will display only those batches that will fulfill the specified filter criteria.

- 2 Select the batch you want to work with and click on the corresponding command button in the last column.

## APPENDIX A - ERROR & INFORMATIONAL MESSAGES

Message	Description
Authentication failed.	Login ID and/or password is incorrect.
Batch does not contain any records to process.	Make sure the file that you selected contains data.
Contact DE for Assistance.	Contact the Department of Elementary and Secondary Education for assistance. 573-751-3503 or email: <a href="mailto:webreplyMOSIS@dese.mo.gov">webreplyMOSIS@dese.mo.gov</a>
Date Of Birth is not present	Date of birth not found in a student record.
Date Of Birth is not valid	The date of birth in a student record is not in the valid "mm/dd/yyyy" format or is incorrect.
District Number is not present	District code is not found in a student record.
District Number is not valid	Not a valid Missouri district code.
Error Record Count exceed.	Number of allowable errors in one file has been exceeded.
Filename already exists.	Filename has been used in a previous submission. This is not allowed
First Name is not present	First name not found in a student record.
Gender is not present	Gender is not found in a student record
Gender is not valid	Gender is not a valid Missouri-defined value.
Grade Level is not present	Grade level not found in a student record.
Grade Level is not valid	Grade level is not a valid Missouri-defined value.
Header Record is not valid	The header on the input record is not correct (e.g., missing one or more fields/columns).
Invalid file. Not meant for ID creation.	Input file is not in the specified format defined for State ID System. Please check your input file.
Invalid file name	File name contains invalid characters.
Last Name is not present	Last name not found in a student record.
Local Student ID is not present	Local student ID not found in a student record.
Mismatch In Record Count.	The actual number of records in the input file does not match the number of records in the trailer record of the file.
New ID successfully assigned to the Student.	The student was successfully assigned a State ID.
No matches found.	No matching record in the State ID System database for the entered search criteria.
Race/Ethnic Code is not present	Race/ethnic code not found in a student record.
Race/Ethnic Code is not valid	Race/Ethnic Code is not a valid Missouri-defined code.
Record count greater than allowed limit	The number of records in the input file exceeded the maximum number of records allowed for a file. Re-extract into smaller files so that the number of records in the file will not exceed the specified limit.
Record(s) do not contain all fields	One or more fields are missing from the file (e.g., Gender column is missing).
Residential District is not present	Residential district not found in a student record.
Residential District is not valid	Residential district found in a student record is not valid.
School building number is not valid for current district	The school building number in a student record is not valid for the current district.
School building number is not present	School building number is not found in a student record.
School Year is not present	School Year is null.
School Year is not valid	School Year is not in "yyyy" format.
SSN is not valid	The Social Security Number in student record was not in the correct format. That is, nine characters in length with no dashes and/or slashes.
Student Record Canceled. No ID will be assigned.	The current student record is flagged as canceled and will not be considered for ID assignment in this batch.
Student Record Successfully Canceled. Please Click "Proceed To State ID Assignment" to continue.	The current student record is flagged as canceled and will not be considered for ID assignment in this batch. When "Proceed to State ID Assignment" is clicked, the application will take the user to the next screen where he/she can initiate the ID Assignment process.

Message	Description
Student Record Successfully Canceled. Please Click "Select Another Record" to continue.	The current student record is flagged as canceled and will not be considered for ID assignment in this batch. When "Select Another Record" is clicked, the user will be shown the remaining records that need to be fixed, so that the user can choose the next one to fix.
Student Record Successfully Updated. Please Click "Proceed To ID Assignment" to continue.	The current student record has been updated successfully with the changes specified in the edit screen. When "Proceed to State ID Assignment" is clicked, the application will take the user to the next screen where he/she can initiate the ID Assignment process.
Student Record Successfully Updated. Please Click "Select Another Record to continue".	The current student record has been updated successfully with the changes specified in the edit screen. When "Select Another Record" is clicked, the user will be shown the remaining records that need to be fixed, so that the user can choose the next one to fix.
Trailer Record is not valid	The trailer record in the input batch file is invalid (e.g., missing one or more fields).
Transmission ID is not present in Header	Transmission ID is not present in the header record in the input batch file.
Transmission ID is not present in Trailer	Transmission ID is not present in the trailer record in the input batch file.
Transmission ID Mismatch In Header And Trailer Records.	Transmission ID in the header record is different from the Transmission ID in the trailer record.

## APPENDIX B - INPUT AND OUTPUT FILES

Five different types of batch files are used in the State ID System. They are:

- Input "Student Batch File"
- Output "IDs Assigned" file
- Output "Errors to Fix" file
- Output "Near Matches/Duplicates to Resolve" file
- Output "Canceled Records" file

The input file should be extracted from the local SIS and uploaded into the application for State ID assignment. The output files are extracted and downloaded from the State ID System at different stages of the ID Assignment process.

a) All of these files contain three different types of records in the following order:

- A header record with "TH" as the record type
- One or more student detail records with "ID" as the record type
- A trailer record with "TT" as the record type

b) All record types will have a predefined list of fields.

For a file to be valid, all of the requirements need to be met.

---

## INPUT STUDENT BATCH FILE

---

This file is the student information file extracted from the local Student Information System and uploaded into the State ID System for ID assignment.

The following is a list of detail fields, in order:

- Record Type
- Current School Code
- Resident District Code
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Legal Name Suffix
- Gender
- Date of Birth
- Current Grade Level
- Local Student ID
- Social Security Number
- Race / Ethnicity
- State ID
- Current District Code
- Current School Year

---

**OUTPUT IDS ASSIGNED FILE**

---

Once a Student Batch File is completely processed by the application, users will be able to extract and download an IDs Assigned file from the State ID System. The format of this file is exactly the same as the input file, except that the State ID column will always contain the State ID assigned to the student by the application. This file contains only those records from the input file for which a State ID was assigned.

The following is a list of detail fields, in order:

- Record Type
- Current School Code
- Resident District Code
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Legal Name Suffix
- Gender
- Date of Birth
- Current Grade Level
- Local Student ID
- Social Security Number
- Race / Ethnicity
- State ID
- Current District Code
- Current School Year



---

## OUTPUT ERRORS TO FIX FILE

---

Users can download this file for offline analysis purposes after the data validation stage. Once all the errors are addressed, this file will not be accessible.

This file will have all the fields in the Student Batch File in the same order. In addition, there will be three more fields added at the end of the record that contain the following information:

**Record Status:** Will always have the value "Waiting to Fix Errors"

**Record Reference Number:** An internally generated number assigned to every input record to identify it uniquely within the State ID System. This is not the State ID.

**Error List:** Will contain a list of validation errors that the application encountered for this input record during the validation process. If more than one error was found in a record, all errors are listed with each one delimited from the other by a semicolon.

This file will contain only those records that have at least one error that needs to be fixed.

The following is a list of detail fields, in order:

Record Type  
Current School Code  
Resident District Code  
Legal Last Name  
Legal First Name  
Legal Middle Name  
Legal Name Suffix  
Gender  
Date of Birth  
Current Grade Level  
Local Student ID  
Social Security Number  
Race / Ethnicity  
State ID  
Current District Code  
Current School Year  
Record Status  
Record Reference Number  
Error List

---

**OUTPUT NEAR MATCH/DUPPLICATES TO RESOLVE FILE**

---

Users can download this file for offline analysis purposes. Once all “Waiting to Resolve Near Matches/Duplicates” records are addressed, this file will not be accessible.

This file will have all the fields in the Student Batch File in the same order. In addition, there will be three more fields added at the end of the record that contain the following information:

**Record Status:** Will always have the value “Waiting to Resolve Near Matches”

**Record Reference Number:** An internally generated number assigned to every input record to identify it uniquely within the State ID System. This is not the State ID.

**Match / Near Match List:** Will contain a list of State IDs of the students in the State ID System database that the application has returned as a near match or match. If more than one near match or match is found, all corresponding IDs will be listed with each one delimited from the other by a semicolon.

This file will contain only those records that had encountered at least one near match or match within the State ID System.

The following is a list of fields, in order:

Record Type  
Current School Code  
Resident District Code  
Legal Last Name  
Legal First Name  
Legal Middle Name  
Legal Name Suffix  
Gender  
Date of Birth  
Current Grade Level  
Local Student ID  
Social Security Number  
Race / Ethnicity  
State ID  
Current District Code  
Current School Year  
Record Status  
Record Reference Number

---

**OUTPUT CANCELED RECORDS FILE**

---

Users can download this file to obtain a list of all records that have been canceled during the ID Assignment process.

This file will have all the fields in the Student Batch File in the same order. In addition, there will be three more fields added at the end of the record that contain the following information:

**Record Status:** The value will be “Canceled at Fix Errors”, “Canceled - Near Match” or “Canceled – ID Invalid.”

**Record Reference Number:** An internally generated number assigned to every input record to identify it uniquely within the State ID System. This is not the State ID.

**Record Comments:** If the record was cancelled at the fix errors stage, then this field will contain a list of all the errors. If the record was cancelled at the near match/match resolution stage, then this field will contain a list of all matches/near matches. If this record was cancelled due to the ID in the record being invalid, then the value will be ‘ID is invalid’.

The following is a list of detail fields, in order:

Record Type  
Current School Code  
Resident District Code  
Legal Last Name  
Legal First Name  
Legal Middle Name  
Legal Name Suffix  
Gender  
Date of Birth  
Current Grade Level  
Local Student ID  
Social Security Number  
Race / Ethnicity  
State ID  
Current District Code  
Current School Year  
Record Status  
Record Reference Number  
Record Comments

## Notes, comments & suggestions

## QUICK GUIDE TO ASSIGNING STATE IDS FOR BATCH FILES

1. Extract the file from the local Student Information System.
2. Login to the State ID web application.
3. Click "Upload Batch File" button.
4. Click Browse.
5. Find the extracted file on your computer. Click "File" and "Open".
6. Click "Upload".
7. Check the status message in the confirmation page.
  - If the file was not uploaded due to errors, correct them and return to step 1.
  - If file successfully uploaded, go to step 8.
8. Click "Validate data".
9. Wait for the process to complete.
10. Check for the status message in the confirmation page.
  - If errors were reported:
    - Click "Fix Errors" and fix each record. Once you have addressed all records, click "Proceed to ID Assignment".
  - If no errors were found, you will be directly taken to Step 11.
11. Click "Assign State ID".
12. Wait for the process to complete.
13. Check for the status message in the confirmation page.
  - If near matches/duplicates are reported, click "Resolve Near Matches/Duplicates", review and resolve them one by one. For every record, take any one of the following actions:
    - If the input student record and one of the reported near matches/duplicates are one and the same, check the radio button of the corresponding near match/duplicate record and click "Assign Selected".
    - If the input student record is not the same as any of the reported near matches/duplicate records, click "Create New State ID".
    - If you determine that an input record came to this stage by error or cannot be resolved, click "Cancel Record".
    - Once all records are resolved, you will be taken to Step 14.
14. Click "Download State ID". The application will extract the batch and will display the link to download the extracted file to your local computer.
  - Download the file.

## QUICK GUIDE TO ASSIGNING STATE IDS FOR INDIVIDUAL STUDENTS ONLINE

1. Login to the State ID web application.
2. Click the “Enter Individual Student” button.
3. Enter all the information for the student.
4. Click “Assign State ID”.
  - If near matches/duplicates are reported, click “Resolve Near Matches/Duplicates”, and resolve.
    - If the input student record and one of the reported near matches/duplicates are one and the same, check the radio button of the corresponding near match/duplicate record and click “Assign Selected”.
    - If the input student record is not the same as any of the reported near matches/duplicate records, click “Create New State ID”.
    - If you determine that an input record came to this stage by error or cannot be resolved, click “Cancel Record”. Canceling an online submission effectively ends the ID assignment process because there are no other records to process.
    - Once you have resolved the record, you will be taken to Step 5.
5. Make a note of the confirmation message. If a State ID is assigned, it will be displayed.
6. If you want to download the entered student details with the assigned State ID, click the “Download State ID” button. The application will extract the file and will show you the link to download the same to your local computer.

## QUICK GUIDE TO SEARCHING FOR AN INDIVIDUAL STUDENT ONLINE

1. Login to the State ID web application.
2. Click the “Search Individual Student” button
3. In the Search Individual Student screen, you can do two types of searches:
  - To search for a student based on the State ID, use the top portion of the screen. In the State ID field, enter the 10-digit State ID of the student and click “Search”.
    - If a matching student is found in the State ID System database, the matching student’s information will be displayed in the next screen. If any history information is available, it is shown in the bottom portion.
    - If no matching record is found, the search screen will display the message “No Matches Found”.
  - To search for a student based on the student details, enter the details at the bottom portion of the screen and click “Search”. At a minimum, you need to enter the student’s full first name and last name to search. The system will search for the matching records in the application’s database. This search is performed using probabilistic methods and hence the results will show the matches along with the value of the match probability.
    - If no matches are found it will display “No matches found”.
    - If one or more matches are found, the application will display them in the descending order of match probability at the bottom of the Search Individual Student interface. To view the full details of a given matched record, click on the hyperlink in either the “First Name” or “Last Name” column.
      - The application will show the matching student’s information in the next screen. If any history information is available, it will be shown in the bottom portion.

**Note:** The online Search provides the user with information for only those students for whom a State ID has already been created. Searching for an individual student will not change any details of the student record in the State ID System database. To change district or any other details for a student, the student’s information would need to be entered online or uploaded in a batch file.

## QUICK GUIDE TO DOWNLOADING OUTPUT BATCH FILES

1. Login to the State ID web application.
2. Click “Extract & Download Batch” button.
3. Enter/Select filter criteria to limit the number of batches displayed.
  - From Date (batches uploaded from this date only will be returned).
  - To Date (batches uploaded up to this date only will be returned).
  - Download Type (only the batches that are currently in the selected processing stage will be returned). Possible values are:
    - i. IDs Assigned – Student records that have been assigned State IDs.
    - ii. Errors To Fix – Student records that have pending validation errors to be fixed.
    - iii. Near Matches/Duplicates to Resolve - Student records that have student records waiting to be resolved.
    - iv. Canceled Errors – Student records that have been cancelled.
4. Click “Submit”. The application will display a list of batches that match the selected filter details.
5. Click the “Extract” button of a desired batch, to extract. The system will extract a file containing the selected type of records and show a link to the extracted file.
6. Download the file and verify.